

Center for Educational Performance and Information (CEPI)

Instructions for Requesting UICs A Guide for Non-Educational Entities

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Questions:

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Introduction

This document is a guide for administrators at Non-Educational Entities who are seeking to request state Unique Identification Codes (UICs) for students. There are two sets of instructions: single requests involving manual entry into the Michigan Student Data System (MSDS) or via a bulk data file upload.

Please note that the document is a visual guide. This is intentional. The MSDS displays a graphical interface on the screen, and users will interact with it by either typing data when prompted or by clicking on different screen elements. The images and accompanying text serve to lead school administrators, who may have limited experience with MSDS, through the UIC request process by showing them what they see.

Help and Resources

If you have questions not covered by this manual or our other posted support material, please contact our customer support team at cepi@michigan.gov. Email allows us to better research and respond to your questions; but if email is not an option, you can call us at 517-335-0505 x3.

Single UIC Requests

To look up or create a UIC for an individual student, you will need to log into the MSDS system using your account username and password details. When you see the Home screen:

1. Click on the “Search...” item in the menu at the left of the screen.
2. The option to run a “Student Search” will now show. Click on it.



The “Student Search” window will appear. You will need to:

3. Enter as much identifying information as you have into the web form.
4. Then click the “Filter” button near the bottom.

Michigan.gov Home | CEPI Home | STARR Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS | Profile: Local Super User | A- | A+

MSDS Home | Manage Requests... | Student Data Submission... | Student Data Downloads... | Search... | Student Search | Certified Data Reports... | Audit FTE... | Grad Cohort... | PEPE... | General Reports... | Section 25e...

SDS Home > Student Search

Student Search

Select your filter criteria...

☐ Search By UIC

☒ Search By Core Fields

Last Name: ☒ Begins ☐ Contains

Last Name Suffix:

First Name: ☒ Begins ☐ Contains

Middle Name:

Date of Birth Year:

Date of Birth Month:

Date of Birth Day:

Gender:

Multiple Birth Order:

☐ Show Direct Certified (likely to increase the time for the search)

☐ Search using match criteria (begins/contains ignored)

MSDS will run a search based upon the information you have entered. If MSDS cannot find the student, it will display the following window:

5. To request a UIC for the student, click on the button that reads “Add This Student.”

Student Record Updates

No results were returned for this student.

MSDS will display the “Add Student” screen and automatically populate information fields using the data you submitted for MSDS to run a search.

6. You will need to ensure all the required fields (i.e., those fields prefixed with an asterisk *) have information in them before submitting them.
 - a. Make sure to select the appropriate Collection choices from the dropdown box. In this instance, it will be “Request for UIC Collection.”
 - b. When you are satisfied with the student details, click on the button that reads “Submit/Go To Details.”

The screenshot shows the Michigan.gov website with the CEPI Home page. The left sidebar contains links like MSDS Home, Manage Requests, Student Data Submission, and Student Search. The main content area is titled 'Add Student' and displays a message: 'Your search yielded no results. Add the student using the below form or cancel to search again.' Below this, a form is provided for adding a student. The form includes the following fields and options:

- * = Required**
- *Collection:** A dropdown menu with 'Request for UIC Collection' selected. A red arrow labeled 'a' points to this dropdown.
- *Last Name:** Text input field with 'Sutcliffe' entered.
- Last Name Suffix:** Text input field.
- *First Name:** Text input field with 'Stuart' entered.
- Middle Name:** Text input field.
- Multiple Birth Order:** Text input field with '0' entered.
- *Date of Birth:** Text input field with '1/1/2011' entered, followed by '(MM/DD/YYYY)'.
- *Gender:** A dropdown menu with 'M-Male' selected.
- *Submitting Entity:** Text input field with '23060' entered.
- UIC:** Text input field.

At the bottom of the form are four buttons: 'Submit', 'Submit/Add Another', 'Submit/Go To Details', and 'Cancel'. A red arrow labeled 'b' points to the 'Submit/Go To Details' button.

MSDS will generate a new UIC. The next screen displays the search details for the student along with the UIC:

7. You will need to decide whether to submit additional information about the student (i.e., Personal Core fields).
 - a. To submit more information, click the component drop box to select the component you want to add. Then click the add component and follow the prompts. Note: this is an optional step – you do not need to perform it to receive a new UIC.
 - b. To simply submit the student data and make the UIC permanent, click the “Submit” button.

Michigan.gov
The Official State of Michigan Website

Center for Educational Performance and Information

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MSDS Profile: Local Super User A- | A+

MSDS Home
Manage Requests...
Student Data Submission...
Student Data Downloads...
Search...
Student Search
Certified Data Reports...
Audit FTE...
Grad Cohort...
PEPE...
General Reports...
Section 25e...

Staging Area Maintain

* = Required

Submitting Entity: Grand Ledge Public Schools (23060)
Collection: Request for UIC Collection
PEPE District:
PEPE Building:
*Last Name: Sutcliffe
Last Name Suffix:
Middle Name:
*First Name: Stuart
*Date of Birth: 1/1/2011
*Gender: M - Male
Multiple Birth Order: 0
UIC: 6881210628

Submit Cancel Select Component Add Component

Errors:
Warnings:

a **b**

If you search for an existing student, (perhaps the student you just entered)...

Michigan.gov Home | CEPI Home | STARR Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS Profile: Local Super User A- | A+

SDS Home > Student Search

Student Search

Select your filter criteria...

☐ Search By UIC

☒ Search By Core Fields

Last Name: ☒ Begins ☐ Contains

Last Name Suffix:

First Name: ☒ Begins ☐ Contains

Middle Name:

Date of Birth Year:

Date of Birth Month: ☐ Show Direct Certified

Date of Birth Day: (likely to increase the time for the search)

Gender: ☐ Search using match criteria (begins/contains ignored)

Multiple Birth Order:

MSDS will find and report the student details including the UIC assigned to the student.

Michigan.gov Home | CEPI Home | STARR Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS Profile: Local Super User A- | A+

SDS Home > Student Search

Student Search

i Your search yielded 1 result(s).

Filtered on Last Name(Sutcliffe%), First Name(Stuart%), Birth Year(2011), Birth Month(01), Birth Day(01), Gender (M)

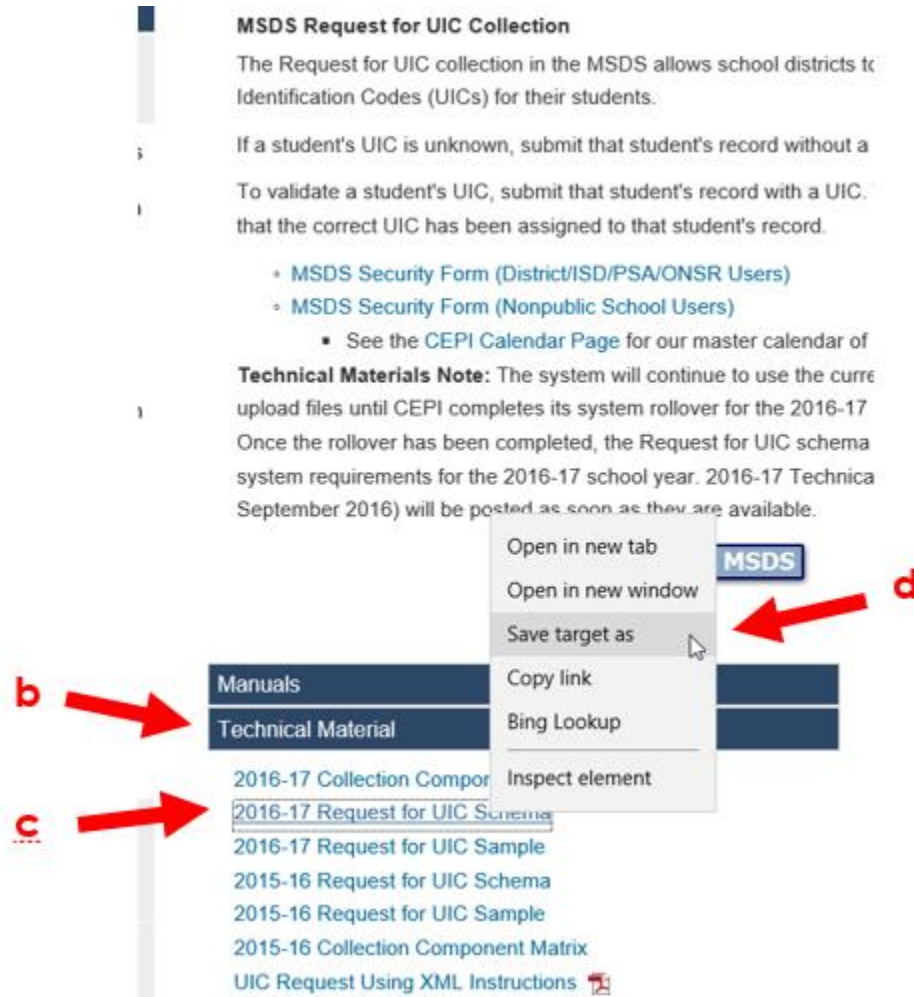
Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
6881210628	Sutcliffe	Stuart		01/01/2011	M	0	K12

Items per page: 10 Page 1 of 1

Bulk UIC Requests using XML

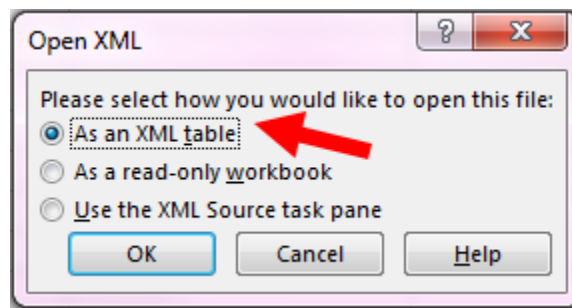
Note: This process is shown with screenshots from Microsoft Excel 2013, but it will work in Microsoft Excel 2010 as well.

1. Download the UIC Request Schema from the CEPI web page.
 - a. Click the link [CEPI web page for the MSDS Request for UIC Collection](#).
 - b. Click the blue bar labeled “Technical Manual” to display a list of files below.
 - c. Right-click on “2016-17 Request for UIC Schema”, and select “Save target as...”



- d. Save the file to your computer for use later in the process. The default name of the file will be “requestforuiccollection2.xml,” but you can rename it if you choose. However, remember the name and the placement of the file.
2. Create a data extract from your data collection software into either an XML or Microsoft Excel file.
 - a. The following data fields are required for each child you are requesting UICs for:
 - First Name
 - Last Name
 - Date of Birth
 - Gender

- b. The following data fields are optional for the children you are requesting UICs for:
 - Middle Name
 - Student Suffix
 - Birth Order
- c. If you extract your data into an XML File, go to step 3.
- d. If you extract your data into an Excel file, go to step 4.
3. If you extracted the data into an XML file, we need to format it so it can be uploaded. First, open Microsoft Excel.
 - a. From Microsoft Excel, open the XML file as an XML Table.
 - Click “File”.
 - Click “Open”.
 - Locate the data file in .xml format and click “Ok.
 - Choose “As an XML table” in the prompt, then click “Ok.”



- b. Your data should appear as a table. Ensure that you have, at a minimum, data that includes date of birth, first name, last name, and their gender.

	I	J	K	L	M	N
	type	minOccurs4	Birthday	Name (First)	Name (Last)	Gender Code
	xs:string	0	11/8/2010	Paul	McCartney	M
29_	xs:string	0	2/11/2011	Ringo	Starr	M
29_	xs:string	0	8/3/2011	John	Lennon	M
	xs:string	0	9/7/2010	George	Harrison	M
			10/29/2010	Mary	Wilson	F
			4/19/2011	Diana	Ross	F
			6/18/2011	Florence	Ballard	F

Instructions for Requesting UICs

1. Ensure your data file has the required information in the columns and is in the proper format.

	A	B	C	D	E	F	G
1	Last Name	First Name	Middle Name	Student Suffix	Date of Birth	BirthOrder	Gender
2	McCartney	Paul			11/8/2010	3	M
3	Starr	Ringo		Jr	2/11/2011		M
4	Lennon	John	Imagine		8/3/2011		M
5	Harrison	George			9/7/2010		M
6	Wilson	Mary			10/29/2010		F
7	Ross	Diana			4/19/2011	2	F
8	Ballard	Florence			6/18/2011		F

- a. **First Name** and **Last Name** can consist of the 26 standard uppercase and lowercase English letters, spaces, hyphens (-), apostrophes ('), periods (.), and commas (,), but cannot have any other characters.
 - Special characters (such as ã or æ) cannot be used
 - b. Date of Birth has to be in yyyy-mm-dd format.
 - See appendix A for a method to change the date format if necessary
 - c. Gender must be signified by an **UPPERCASE** "M" or "F."
 - It cannot be "Male" or "Female", or a lowercase "m" or "f"
 - See appendix B for a method to change this if necessary
2. Create a new column next to your existing data in the table with the heading "Submitting Entity Code."
 - a. Select the entire column.
 - b. Change format of the cells in the column to "text" (this will prevent autocorrect from removing any numbers from the entity code).
 - c. Put in your five or nine digit entity code for each row that you have data in the spreadsheet.
 - i. If you do not know your entity code, you can look it up on [CEPI's Educational Entity Master \(EEM\) web page](#).

	F	G
Entity Type Code	Submitting Entity Code	
	040000001	
	040000001	
	040000001	
	040000001	
	040000001	
	040000001	
	040000001	

3. Create another new column next to your existing data with the heading "Submitting Entity Type Code."

Instructions for Requesting UICs

- a. In this column, you'll put a single **uppercase** "A" if the Submitting Entity Code (the number from step 4) has nine (9) digits, or an **uppercase** "D" if your Submitting Entity Code has five (5) digits.
 - i. It cannot be a lowercase "a" or "d."
- b. Copy this same letter in the column for all the rows you have data.

	D	E	F
:)	Gender Code	Submitting entity Type Code	
	M	A	
	M	A	
	M	A	
	M	A	
	F	A	
	F	A	
	F	A	

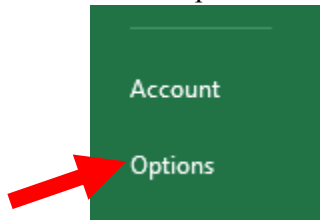
4. You should have a dataset that looks similar to this, with a row for each child you are submitting a request for UIC for

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Middle Name	Student Suffix	Date of Birth	BirthOrder	Gender	Submitting Entity Code	Submitting Entity Type Code
2	McCartney	Paul			11/8/2010	3	M	040000001	A
3	Starr	Ringo		Jr	2/11/2011		M	040000001	A
4	Lennon	John	Imagine		8/3/2011		M	040000001	A
5	Harrison	George			9/7/2010		M	040000001	A
6	Wilson	Mary			10/29/2010		F	040000001	A
7	Ross	Diana			4/19/2011	2	F	040000001	A
8	Ballard	Florence			6/18/2011		F	040000001	A

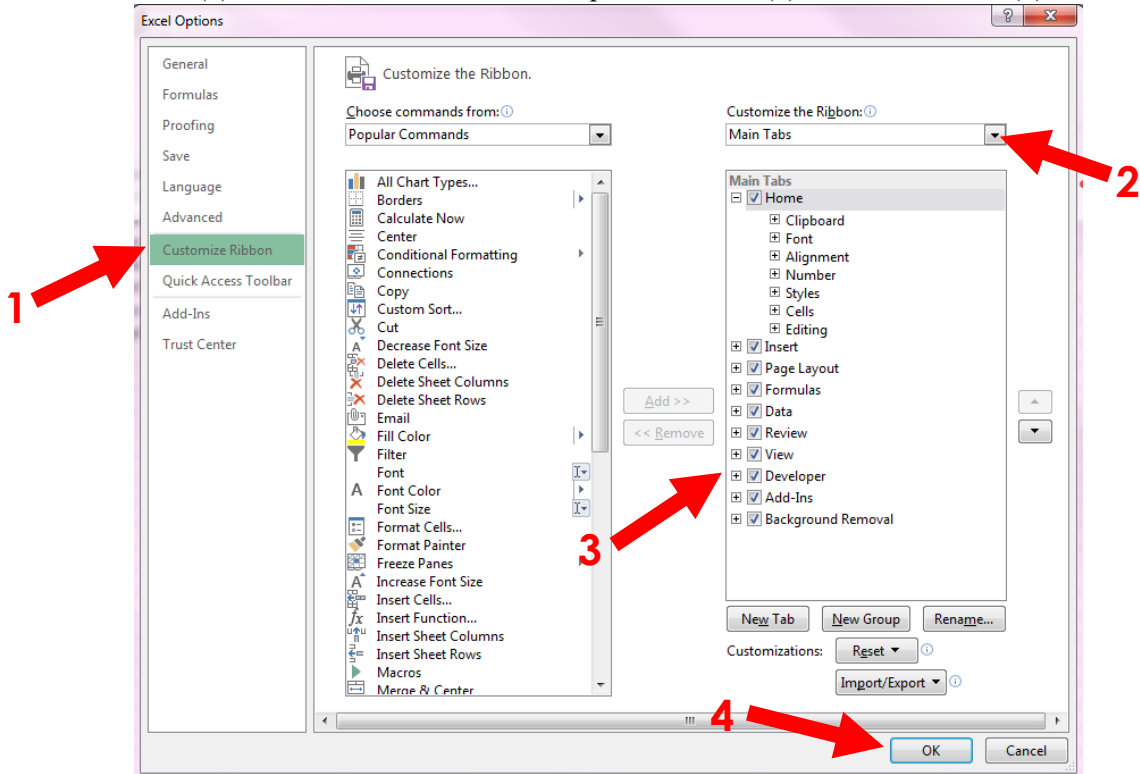
5. **Save this file as a Microsoft Excel (.xls or .xlsx) file in a secure area as it contains Personally Identifiable Information.**
6. Open a new, blank workbook.
7. Ensure the DEVELOPER tab is showing.
 - a. To show the DEVELOPER tab, click "File" on the top menu.



- b. Click “Options” on the left menu.

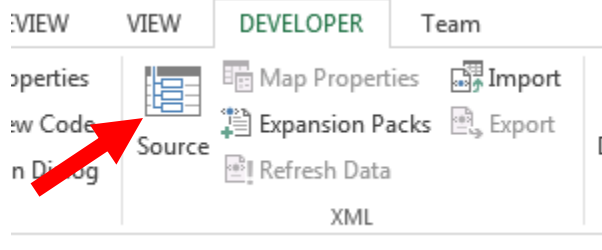


- c. Select “Customize Ribbon” on the left menu (1) and, “Main Tabs” on the right drop-down (2), click the box next to “Developer” in the list (3), then click “OK” (4).

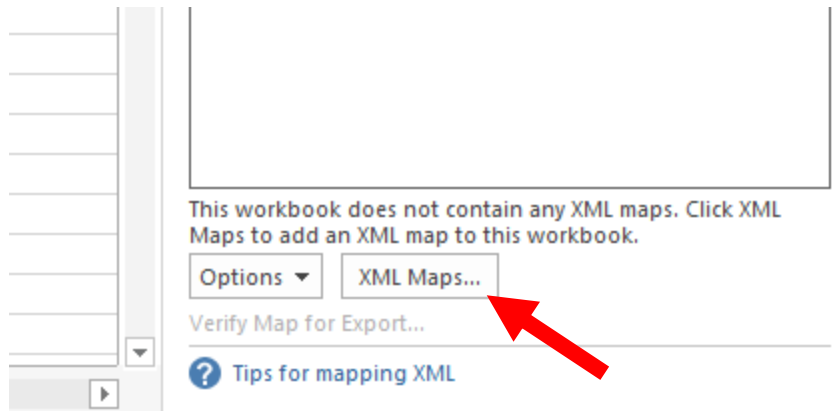


- d. [Here is an online video showing how to do this in Microsoft Excel 2010](#) (which is the same process as Microsoft Excel 2013).

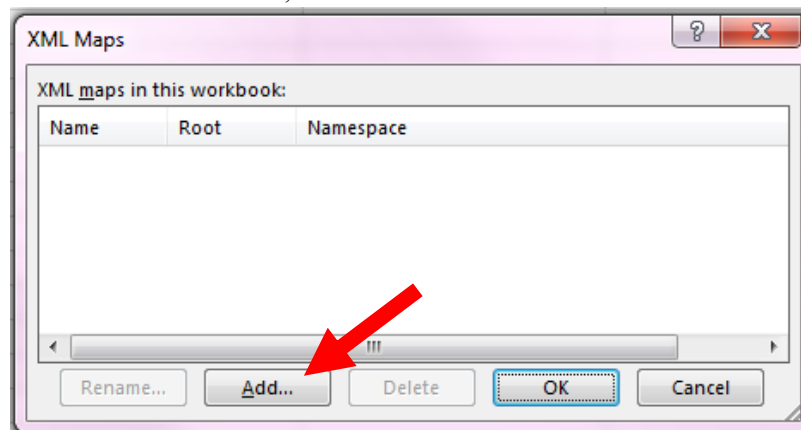
8. Under the DEVELOPER tab, click the “Source” button.



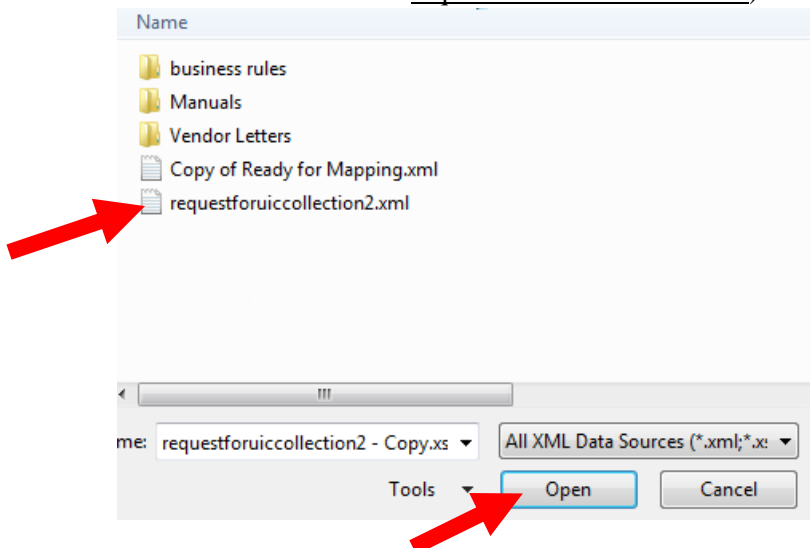
- a. Click the “XML Maps...” button on the bottom of the side panel that just opened up.



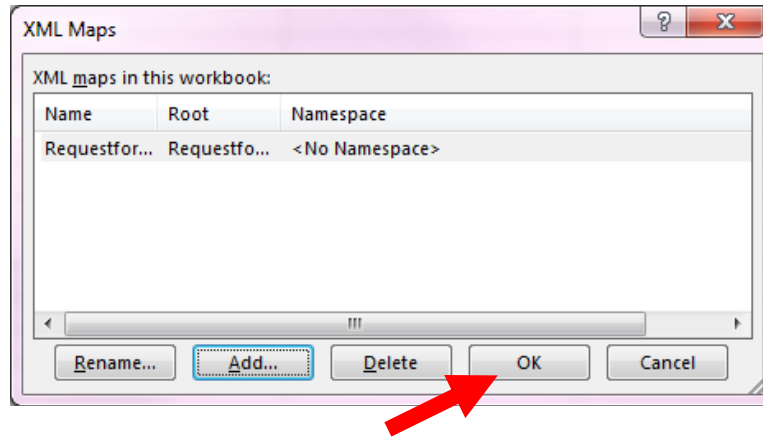
- b. In the new sub window, click “Add...”



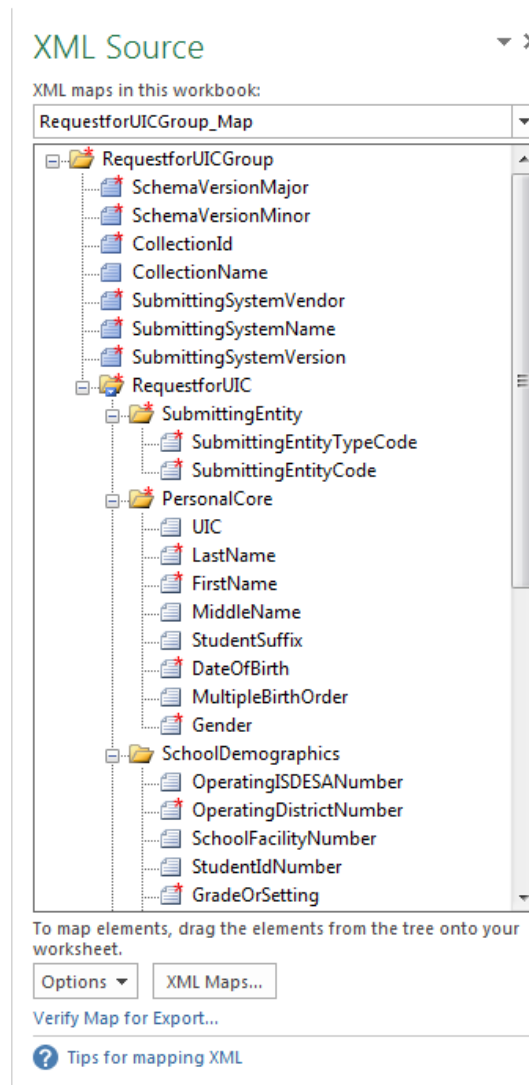
- c. Locate the UIC Request Schema you downloaded at the beginning, and click “Open” (the default file name will be requestforuiccollection2.xml).



- d. Click “Ok.”

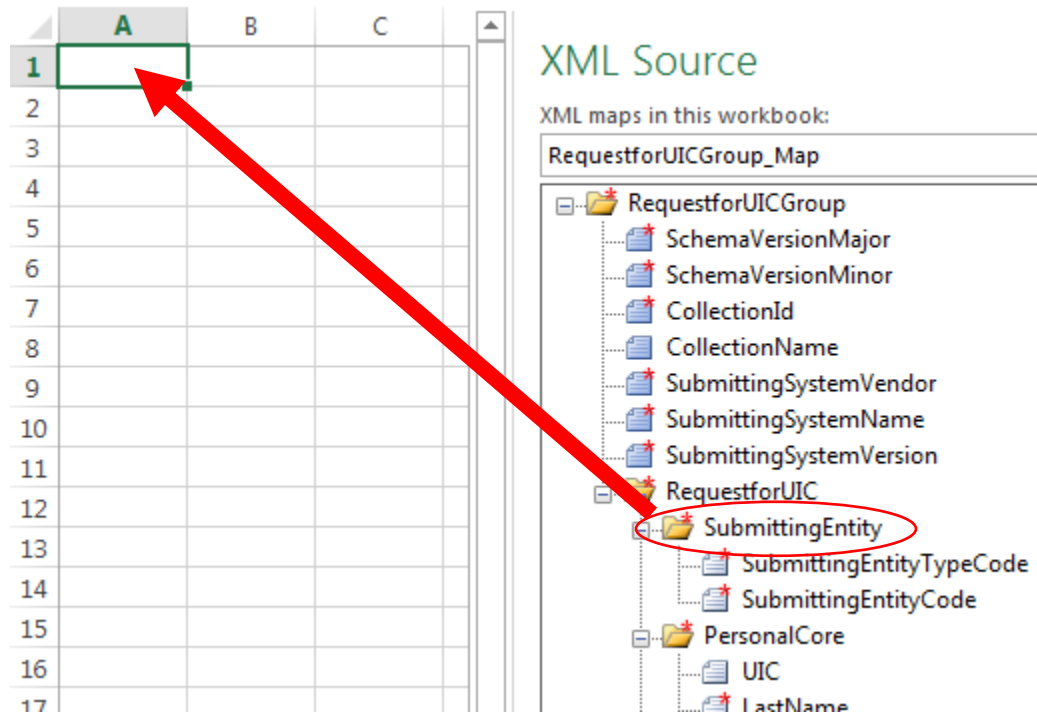


- e. You should now have your XML Source, which is a list of the XML elements in a side panel.

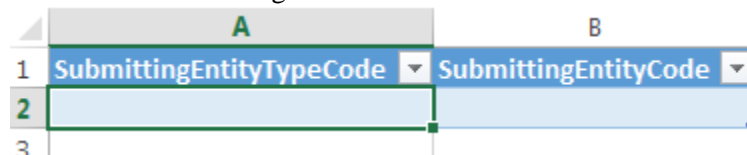


9. The next step is to map the data elements to the page.

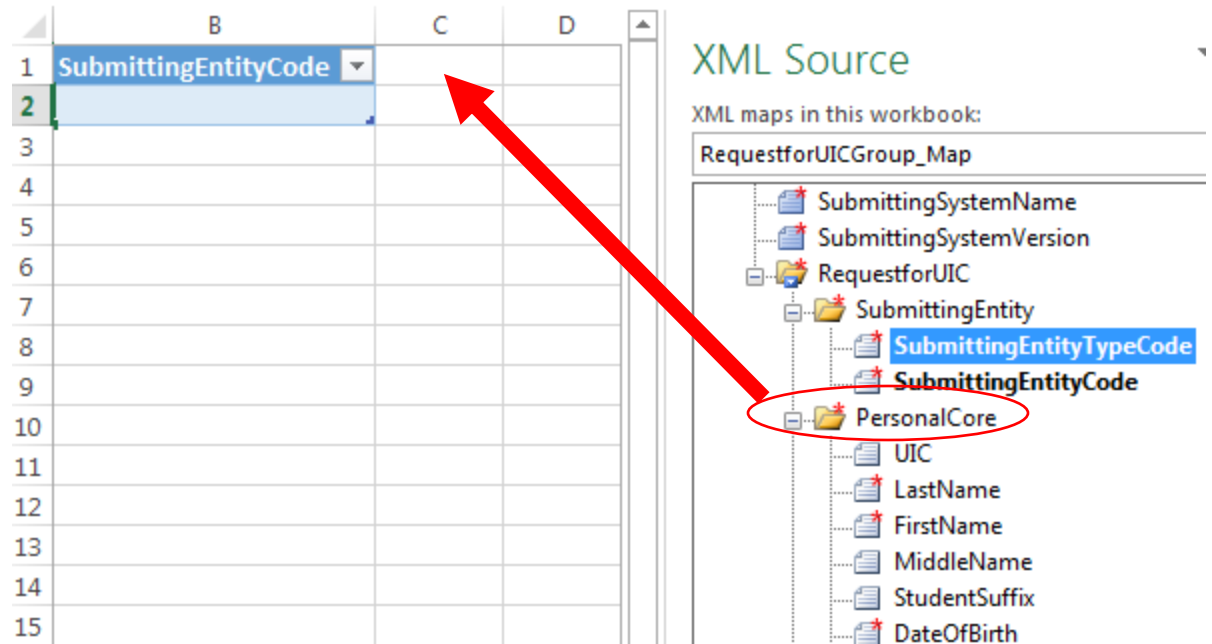
- a. Click on the folder icon labeled “SubmittingEntity” in the XML Source list, and drag it to cell A1.



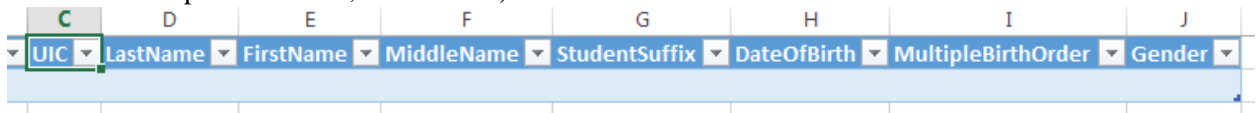
- b. Cells A1 and B1 should fill-in with the text “SubmittingEntityTypeCode” for A1 and “SubmittingEntityCode” for B1. You can make the columns wider as necessary to better see the column headings.



- c. Repeat step A but with the “PersonalCore” folder icon from the XML Source list. Drag and drop it into cell C1.



- d. Once again, the cells should autofill with the elements from the Personal Core data fields (UIC, LastName, FirstName, MiddleName, StudentSuffix, DateofBirth, MultipleBirthOrder, and Gender).



10. On a new tab, type in the information for the XML Header.
- Create a new tab by clicking the “+” on the bottom of the page next to the current tab.

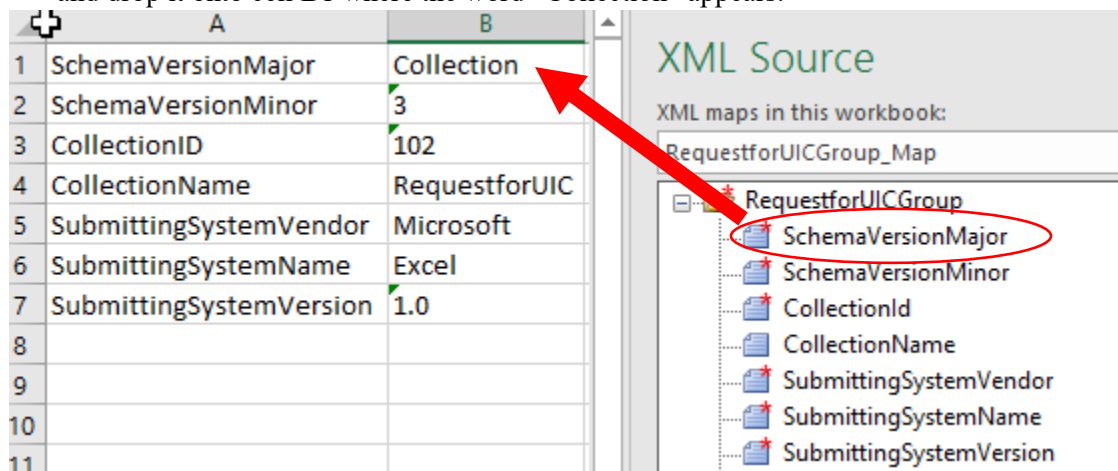


- Type the following information in column A, giving each item its own row.
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionID
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion
- Highlight column B, and change the format of the cells to “text.”

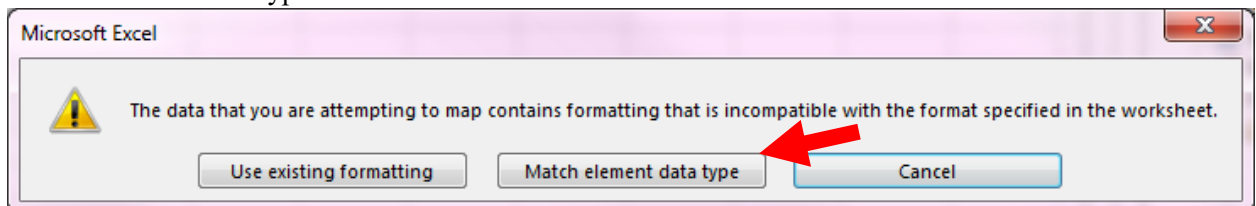
- d. In column B, put the following information **VERBATUM** next to the columns you just typed.
- Collection
 - 3
 - 102
 - RequestforUIC
 - Microsoft
 - Excel
 - 1.0
- e. It will look like this:

	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	3
3	CollectionID	102
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0

11. Now, you need to map the XML header elements to the data you just entered.
- In the XML Source list on the right, click the icon labeled “SchemaVersionMajor.” Drag and drop it onto cell B1 where the word “Collection” appears.



- If a message pops up that indicates, “The data that you are attempting to map contains formatting that is incompatible with the format specified in the worksheet,” click “Match element data type.”



- Repeat the above process for the rest of the header elements. Drag and drop them onto their corresponding header data (column B).

Instructions for Requesting UICs

	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	3
3	CollectionID	102
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0
8		
9		
10		
11		

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion

- d. If done properly, the elements in column B will be outlined in a blue line, and the elements in the XML Source list will now be bolded.

	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	3
3	CollectionID	102
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0
8		
9		
10		
11		

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor**
 - SchemaVersionMinor**
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion

12. Now, to add the data from your database excerpt to the mapped spreadsheet,

- a. Bring up your spreadsheet with the child data on it.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Middle Name	Student Suffix	Date of Birth	BirthOrder	Gender	Submitting Entity Code	Submitting Entity Type Code
2	McCartney	Paul			11/8/2010	3	M	040000001	A
3	Starr	Ringo		Jr	2/11/2011		M	040000001	A
4	Lennon	John	Imagine		8/3/2011		M	040000001	A
5	Harrison	George			9/7/2010		M	040000001	A
6	Wilson	Mary			10/29/2010		F	040000001	A
7	Ross	Diana			4/19/2011	2	F	040000001	A
8	Ballard	Florence			6/18/2011		F	040000001	A

- b. Select all of the last names of the children, making sure that you DO NOT select the header cell labeled “Last Name.”

Instructions for Requesting UICs

	A	B	
1	Last Name	First Name	Mic
2	McCartney	Paul	
3	Starr	Ringo	
4	Lennon	John	Ima
5	Harrison	George	
6	Wilson	Mary	
7	Ross	Diana	
8	Ballard	Florence	

- c. Copy these cells by pressing Ctrl+c on your keyboard.
- d. Open up your mapped spreadsheet, and pull up the first tab that looks like this:

	B	C	D	E	F	G	H	I	J
1	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	StudentSuffix	DateOfBirth	MultipleBirthOrder	Gender
2									
3									
4									

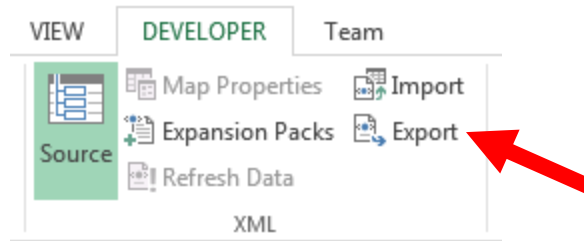
- e. Paste the information that was copied by selecting the cell directly below the cell labeled “LastName” (in this case, cell D2), and press Ctrl+v.

	C	D	E
1	UIC	LastName	FirstNa
2		McCartney	
3		Starr	
4		Lennon	
5		Harrison	
6		Wilson	
7		Ross	
8		Ballard	

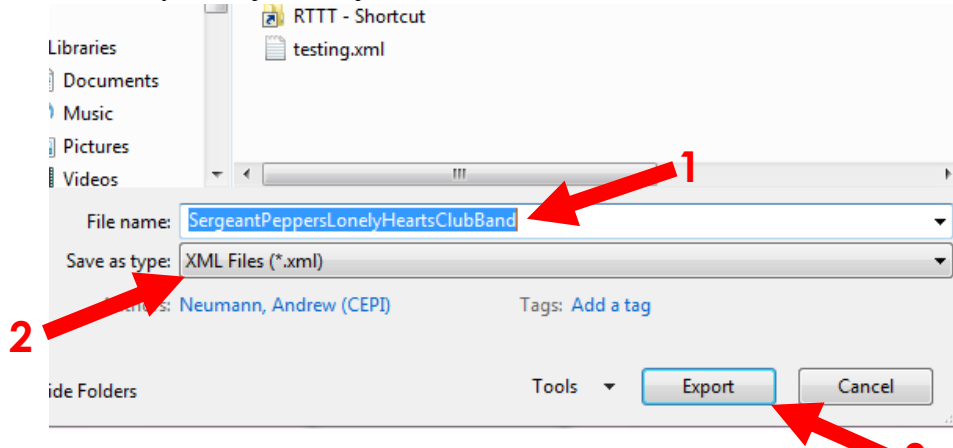
- f. Repeat to copy and paste all of the data from your excerpt spreadsheet into your mapped spreadsheet. Make sure to leave the column titled “UIC” (in this case, column C) blank.
- g. Your spreadsheet should now look similar to this:

	A	B	C	D	E	F	G	H	I	J
1	SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	StudentSuffix	DateOfBirth	MultipleBirthOrder	Gender
2	A	040000001		McCartney	Paul			11/8/2010	3	M
3	A	040000001		Starr	Ringo		Jr	2/11/2011		M
4	A	040000001		Lennon	John	Imagine		8/3/2011		M
5	A	040000001		Harrison	George			9/7/2010		M
6	A	040000001		Wilson	Mary			10/29/2010		F
7	A	040000001		Ross	Diana			4/19/2011	2	F
8	A	040000001		Ballard	Florence			6/18/2011		F

13. Export your data into an XML Excerpt.
 - a. In the options menu, at the top of the page, under DEVELOPER, click the “Export” button that is located next to the “Source” button.

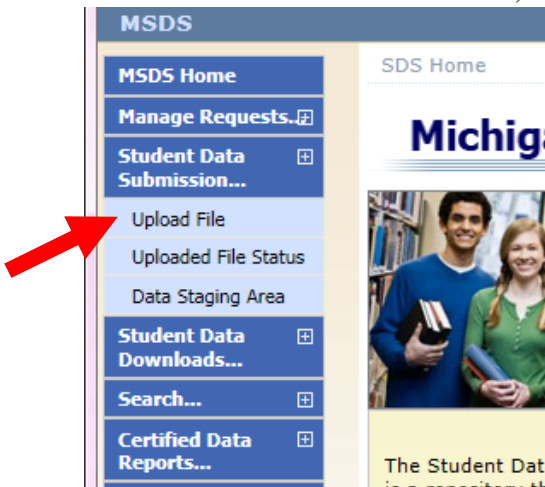


- b. Name your file (1), ensure that the Save as type: is “XML Files (*.xml)” (2), and click “Export” (3). *Note: Make sure this file is saved to a secure location, as it will contain Personally Identifiable Information!*



14. Go to the [Michigan Student Data System \(MSDS\) web](#) page. Log in using your SSO login information.

15. Under “Student Data Submission...,” on the left menu, click on “Upload File.”

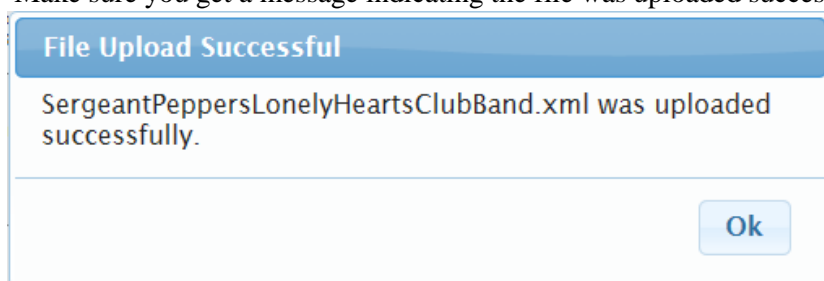


16. Upload the XML file.

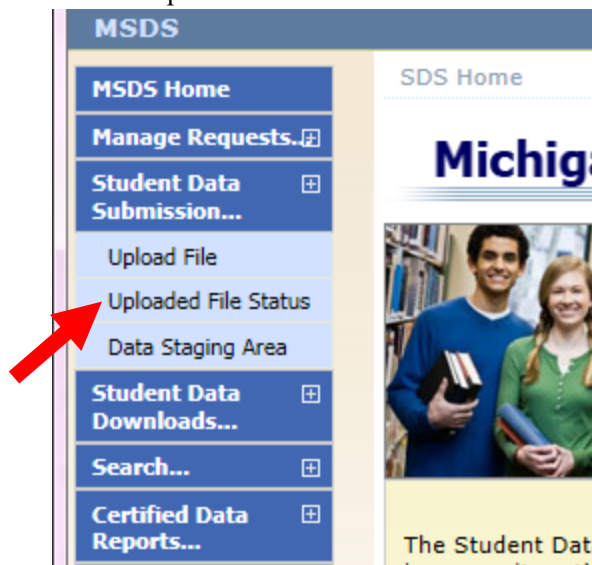
A screenshot of the 'SDS File Upload' form. The form has sections for 'Collection', 'Description', 'User Notes', and a 'File Name' field. Red arrows labeled a, b, c, and d point to specific elements: 'a' points to the 'Collection' dropdown, 'b' points to the 'User Notes' text area, 'c' points to the 'Browse...' button, and 'd' points to the 'Upload File' button.

- Under Collection, choose “Request for UIC Collection.” The Description will fill in automatically.
- Put in any notes for the file. These are notes to assist you in identifying different upload files (e.g. different groups/buildings).
- Click “Browse”, select the file, and then click “Ok”.
- Click “Upload File”.

17. Make sure you get a message indicating the file was uploaded successfully.



18. Go to “Uploaded File Status” on the left menu.



19. Select “Request for UIC Collection”, then click “Filter”.

20. The next screen will tell you the status of the file you just uploaded.

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection		SergeantPeppersLonelyHeartsClubBand.xml		06/04/2015 11:22 AM	File Upload UI	Written to Queue – Available for Processing	Andrew J Neumann	Cancel Upload
Request for UIC Collection		SergeantPeppersLonelyHeartsClubBand bad.xml		06/04/2015 11:21 AM	File Upload UI	Failed File Level Validation	Andrew J Neumann	
Request for UIC Collection		SergeantPeppersLonelyHeartsClubBand.xml		06/04/2015 11:19 AM	File Upload UI	Processed Successfully	Andrew J Neumann	

- The column labeled “Status” will identify what state the file is in.
 - If it is processing, press “F5,” or refresh your browser to update the page periodically. The larger the data file, the longer it will take to process.
 - If the process is not successful, it will state “Failed...” with a reason.
 - If the process is successful, it will state “Processed Successfully.”
21. If the file uploaded successfully, go to step 25. If it failed, click the file name to find out more about what caused the file to not upload properly.

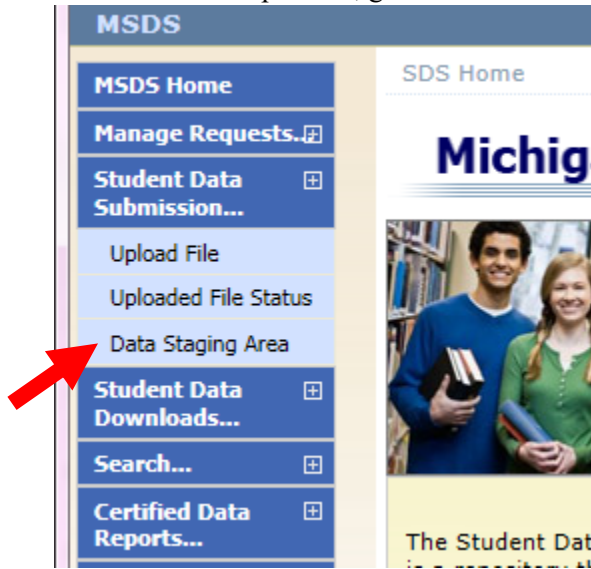
Request for UIC Collection		SergeantPeppersLonelyHeartsClubBand bad.xml		06/04/2015 11:21 AM	File Upload UI	Failed File Level Validation	Andr
Request		SergeantPeppersLonelyHeartsClubBand.xml		06/04/2015	File	Processed	Andr

- The next screen will tell you more information about the file. At the bottom, it will describe why the file was unable to upload. In this case, the Entity Code Type was a lowercase “a”, which caused the file to fail. If you can, fix the issue in the file, and try to upload again.

Instructions for Requesting UICs

Collection:	Request for UIC Collection
File Name:	SergeantPeppersLonelyHeartsClubBand bad.xml
Stored File Name:	SergeantPeppersLonelyHeartsClubBand bad_20150604112059049.xml
Notes:	
Upload Date:	6/4/2015 11:21:00 AM
Upload Source:	File Upload UI
Upload Status:	Failed File Level Validation
Status Description:	
Uploaded By:	Andrew J Neumann
Submitting System Name:	
Submitting System Version:	
Submitting System Vendor:	
	No Submitting Entities Found
Records Contained:	Unable to Determine
Validation Error:	The 'SubmittingEntityTypeCode' element is invalid - The value 'a' is invalid according to its datatype 'SubmittingEntityTypeCodeType' - The Enumeration constraint failed.
	Close

22. Once the file is uploaded, go to the “Data Staging Area” by clicking on the left menu.



23. A new window will appear letting you filter for Submitting Entity and the Collection type:
- Enter your Entity code.
 - Select the drop-down option “Request for UIC Collection”.
 - Click on the “Filter” button.

24. There will now be a list of Request for UIC Collection items displayed.

Instructions for Requesting UICs

- a. Click in the leftmost column on the underlined name of the Collection you want to review.

Your search yielded 1 result(s).




<u>Collection</u>	<u>Submitting Entity</u>	<u>Students</u>	<u>Certification Status</u>	<u>Last Certified</u>	<u>Upl</u>
Request for UIC Collection	Grand Ledge Public Schools (23060)	315	Certification not Required		

Items per page: 10 ▾ ☐ Page 1 ▾ of

25. Here will be the UICs assigned to the children you uploaded as well as the list of children you need to resolve.

Your search yielded 7 result(s).

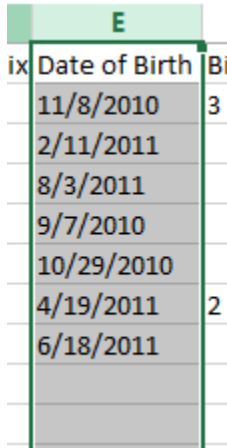
Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth
<input type="checkbox"/>			4301820284	Ballard	Florence	F	06/18/2011
<input type="checkbox"/>			1057421867	Harrison	George	M	09/07/2010
<input type="checkbox"/>			8436629955	Lennon	John	M	08/03/2011
<input type="checkbox"/>			2794078450	McCartney	Paul	M	11/08/2010



Appendices

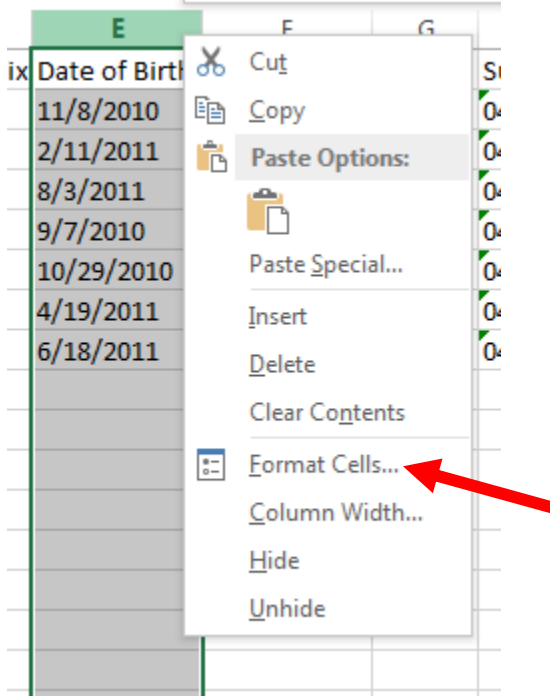
Appendix A: Changing the date format for XML Upload

1. Start by selecting the entire date column in your data (not on the mapped document, but the original data).

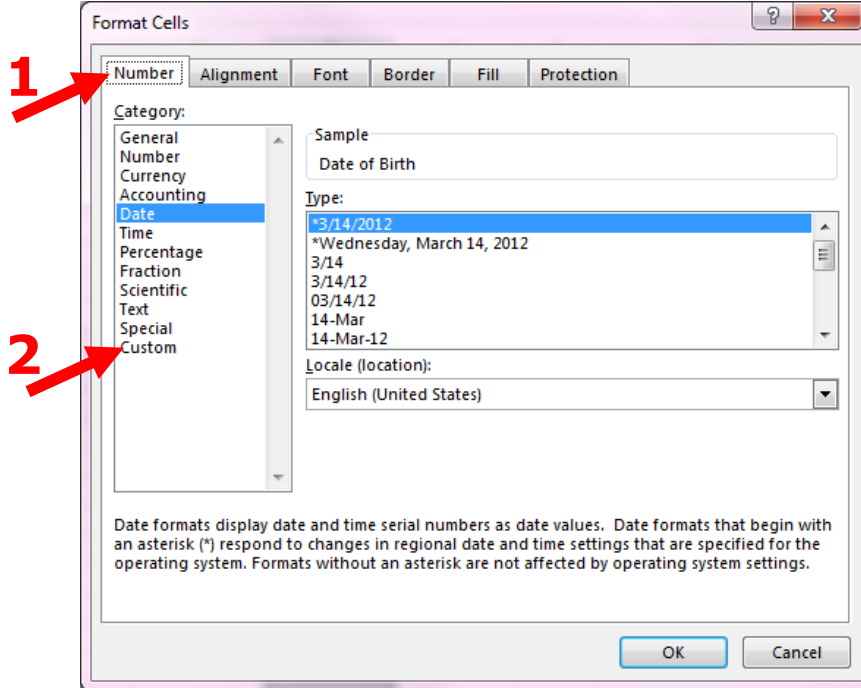


	E
ix	Date of Birth
	11/8/2010
	2/11/2011
	8/3/2011
	9/7/2010
	10/29/2010
	4/19/2011
	6/18/2011

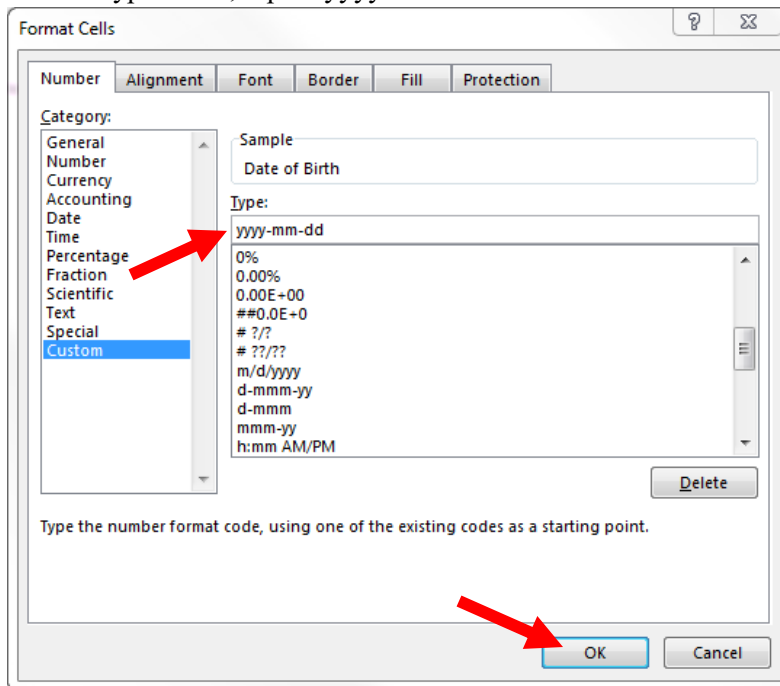
2. Right-click on the letter above the column, and select “Format Cells...”



3. On the list that appears, make sure that the tab is on “Number” (1), and click “Custom” on the list (2).



4. In the “Type” field, input “yyyy-mm-dd” and then click “OK.”

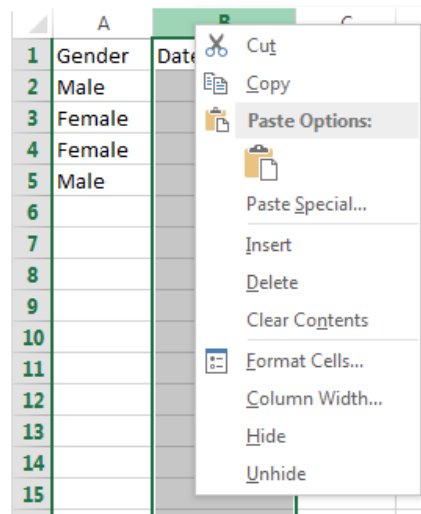


5. The dates for the Date of Birth have been changed to the correct format for the XML upload. Copy and paste the data into the XML mapped file (step 15 in the “UIC Request using XML instructions v2.0”).

E	
ix	Date of Birth
2010-11-08	3
2011-02-11	
2011-08-03	
2010-09-07	
2010-10-29	
2011-04-19	2
2011-06-18	

Appendix B: How to change “Male” and “Female”, or “m” and “f” to “M” and F”

1. Insert a column next to the column you want to change.
 - a. Right-click on the column to the right of the column that contains the data, then click “Insert.”



- b. A blank column should appear.

	A	B
1	Gender	
2	Male	
3	Female	
4	Female	
5	Male	
6		
7		

2. Insert a formula in the new column to change “Male” and “Female” to “M” and “F.”

- a. If the column with “Male” and “Female” is column A, then in cell B2, type the formula =IF(A2=”Male”,”M”,”F”).

	A	B
1	Gender	
2	Male	=IF(A2=”Male”,”M”,”F”)
3	Female	
4	Female	
5	Male	
6		

- b. Press “Enter” on the keyboard. The cell should display an “M” if the original data had “Male”, or “F” if the original data had “Female.”

	A	B
1	Gender	
2	Male	M
3	Female	
4	Female	
5	Male	
6		

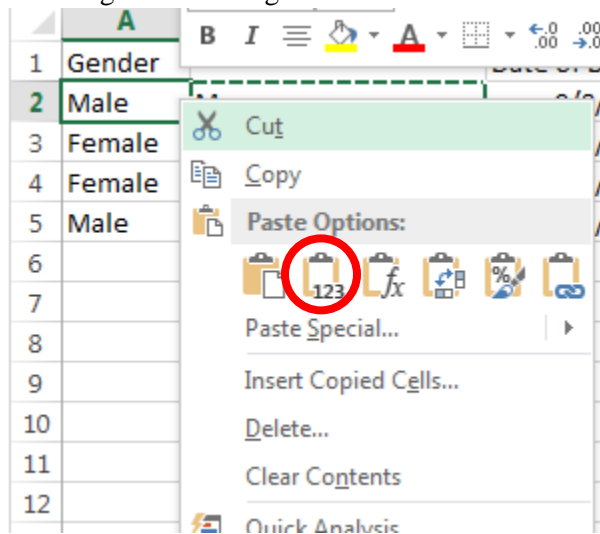
- c. Click back on the cell with the formula. Click the small square on the bottom right of the cell, and drag it down to the bottom of the data table.

	A	B
1	Gender	
2	Male	M
3	Female	
4	Female	
5	Male	
6		

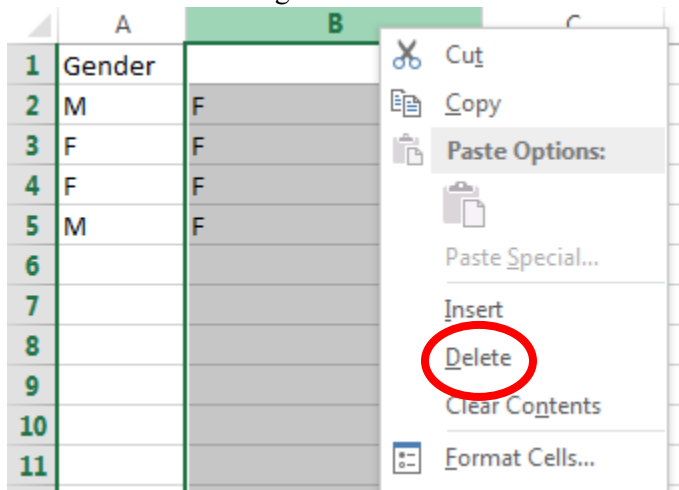
The formula will be copied down the table and will create an “M” or “F” accordingly.

	A	B
1	Gender	
2	Male	M
3	Female	F
4	Female	F
5	Male	M

- d. Copy the already selected cells by pressing Ctrl+c.
- e. On the top cell, with data in the original “Male” and “Female” column, right-click and select the “Paste Values” button.
 - i. Note: This will change the values of the column you created to show all “F”, disregard this change.



- f. Delete the column that the formula was created in by right-clicking the letter above the column and clicking “Delete...”



- g. Your data now is displayed as “M” and “F” in place of “Male” or “Female.”

Instructions for Requesting UICs

	A
1	Gender
2	M
3	F
4	F
5	M
6	
7	